



Town of Concord
Department of Planning and Land Management
141 Keyes Road
Concord, MA 01742

**Planning Board Procedures for Definitive Subdivision Plan,
Including Special Permit Developments**
(When the Planning Board is the Permit Granting Authority)

Applicant

- Obtains Definitive Plan Application and Checklist from the Department of Planning & Land Management.
- Files required number of copies of the completed Application Form, Definitive Plan, and supportive materials indicated on the Checklist to the Department with applicable fees. Applicant is billed by the local newspaper for the cost of the legal public notice.

Department of Planning & Land Management

- Receives Application and assigns a file number.
- Within fourteen (14) days after the filing of the application, the Town Planner notifies the Planning Board and the Applicant in writing of any missing or incomplete information.

Applicant - Incomplete Application

- Applicant may withdraw an incomplete application by notifying the Board and the Town Clerk in writing of his decision.
- If Applicant withdraws his application, he forfeits the two-hundred and fifty dollar (\$250.00) filing fee.

Planning Board

- Applicant does not withdraw an incomplete application within seven (7) days of notification, the Board proceeds to advertise and hold a Public Hearing within sixty five (65) days.

-OR-

- If the Board finds an application complete, a date is set for the public hearing within sixty five (65) days and the Applicant is notified.

Other Town Officials

- Application sent by the Department to the following Town Officials for their comments:
- Town Engineer, Fire Chief, Community Safety Officer, Superintendent of Municipal Light Plant, Natural Resource Administrator, Building Commissioner, Public Works Director and Water/Sewer Superintendent

Board of Health

- The Board of Health reports within forty-five (45) days after the plan is filed to the Department in writing its approval or disapproval.
- If the Board of Health disapproves the plan, specific findings are made, and where possible, makes recommendations for adjustment.
- Failure to report within forty-five (45) days shall be deemed approval by the Board of Health.

Action by the Planning Board

- Prior to approval, the Board shall give due regard to reports from Town Officials.
- After the Public Hearing, the Board will approve, modify and approve, or disapprove the plan as submitted based on the criteria outlined in Section 5.5.5 of the Concord Subdivision Rules and Regulations.

Previous Preliminary Plan

- Preliminary Plan submitted and acted upon or forty-five (45) days elapsed without action on Preliminary Plan, the Board files Definitive Plan action with Town Clerk within ninety (90) days of receipt of application. Applicant notified of action by certified mail. (This step not appropriate with Special Permit Dev.)

No Previous Preliminary Plan

- No Preliminary Plan submitted and where forty-five (45) days did not elapsed between submission of Preliminary and Definitive Plan, the Board files Definitive Plan action with Town Clerk within one-hundred and thirty-five (135) days of receipt of application. Applicant notified of action by certified mail.

Performance Guarantee

- Before endorsement of approval, the Board shall require that timely construction of ways and installation of municipal services be secured by one, or in part by one and in part by another, of the methods described in Section 5.5.7 a, b, and c of the Concord Subdivision Rules and Regulations

Endorsement & Filing of Documents

- If granted, the Board's approval of a Definitive Plan will be endorsed on the plan only after the expiration of twenty (20) day appeal period and certification by the Town Clerk that no appeals have been taken.
- Applicant records the endorsed plan with the Registry of Deeds and provides the Board with three (3) sets of recorded plan and one set of recorded covenants and restrictions.